

1 APR 1975

MEMORANDUM FOR: Chief, Plans & Programs Staff, OL

SUBJECT : Study on the Past and Projected Impacts
of Inflation on DD/A Operations

REFERENCE : Multiple Adse memo fm C/P&PS/OL dtd 17 Mar 75
same subject

1. In order to assist the P&PS/OL on the OL portion of the DD/A inflation study, PD/OL submits the following actions taken by this Division to cut operating costs that have significant impact on the OL budget.

✓ a. Service Contracts: In an attempt to conserve paper, typing time, clause negotiation, and postage costs, PD/OL is sending 50 percent of their service contracts out with an option to renew for the next year. Thereby, the contract can be reviewed with a short amendment rather than a totally new contract. (Fifty percent each year to stagger requirements.)

b. Paper: PD/OL management impresses upon all typists to use both sides of paper for drafts, memoranda for the record and informal PD/OL memoranda and to use old unclassified forms and out-dated correspondence for drafts. All PD/OL employees are requested to use the backs of unclassified forms and out-dated correspondence for scratch/work sheets. It is also requested that when xeroxing, employees use both sides of xerox paper. Folders and large envelopes being used informally should not be discarded after only one use but reused.


c. Energy: All PD/OL employees are requested to turn out the lights in the offices when not occupied and ensure that all office machines (typewriters, calculators) are turned off at the end of each work day and/or when not in use.

d. Telephone Service: All PD/OL personnel have been reminded to place long distance telephone calls through the Agency operator who has access to numerous tie lines and fixed-price lines, especially when calling [redacted]. They have also been reminded that personal calls should only be placed in emergency cases.

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2. Other cost reduction measures were included in a memorandum to the Director of Logistics for presentation at the Winter Conference of Deputy Directors. A copy of that memorandum is attached for your information.


Chief, Procurement Division, OL

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Att.

TAB

ADMINISTRATIVE - 10010016-2

12/13/75

MEMORANDUM FOR: Director of Logistics

SUBJECT : Material for Presentation At the Winter
Conference of Deputy Directors

REFERENCES : (a) Multiple Adse Memo dtd 4 Nov 74 fr DD/A,
subject: Reduction of Daily Operating
Costs
(b) Multiple Adse Memo dtd 6 Dec 74 fr D/L,
subject: Material for Presentation At
The Winter Conference of Deputy Directors

1. In response to reference (a), the Procurement Division, OL (PD/OL), submits the following information pertinent to its cost reduction and conservative efforts:

Cost Reduction Measures

Problems and/or Suggested Improvements

Developing Cost Conscientious in the use of office supplies

Chief, PD/OL has requested all branch chiefs to emphasize to all employees the need for judicious use of all paper products, forms, and other supplies. Employees have also been advised that fitness reports will include a statement regarding not only employees' cost conscientiousness but paper shortage awareness.

Return unnecessary supplies to stock rooms

All employees have been requested to return surplus supplies, such as staplers, dictionaries, folders, pencils, pens, ashtrays, etc., to the stock rooms for re-use.

Eliminate unnecessary office machinery and/or furniture

All employees have been encouraged to identify unused office machinery including rental or leased equipment and office furniture. (NOTE: A notable reduction to date has been the determination and return of one Ty-data machine. The savings was \$3,228 a year.)

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2. Admittedly, the above are broad categories. However, the individual responses to this program are expected to produce results.



Chief, Procurement Division, OL

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Next 2 Page(s) In Document Exempt

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